Lake Elmo State Park

Summer Time Position

Term of Service: May 21st, 2012 – August 11th, 2012

Service Site: **Lake Elmo State Park**

Service Schedule: **Summer Time members** will serve a minimum of 450 hours over a 12 week term, averaging 40 hours per week.

Position Summary:
Montana State Parks AmeriCorps members promote healthy, active, and environmentally aware communities by improving park land, enriching educational opportunities, increasing volunteerism, and enhancing community outreach in state parks.

Montana State Parks AmeriCorps Members Will Perform the Following Duties:

- Improve state park land through volunteer projects and direct service activities
- Enhance the park's volunteer program
- Plan and oversee public volunteer days
- Implement the Interpretive and Educational Assessment Program, including the distribution and gathering of surveys
- Work with park staff to enhance interpretive and educational opportunities
- Highlight park resources through interaction with community groups and traditional and new media
- Complete all necessary paperwork in a timely, professional manner
- Perform other duties as assigned by the site supervisor and program coordinator

Special Duties Specific to this Site

- **Gather visitation data**
- **Develop and provide two summer programs / events**
- **Develop supporters group**

Special Skills Needed at this Site

- **Ability to communicate effectively with the public**
- **Ability to work independently and as part of a team**

Minimum Requirements:

- Over 18 with a high school diploma or GED; some college or work experience may be required
- A United States citizen, United States National, or legal permanent resident alien
- Ability to handle multiple projects, track details essential to project completion, analyze information, and meet deadlines
- Strong ability to communicate effectively orally and in writing with diverse groups of people
- Demonstrated ability to work independently and as part of a team
- Basic computer proficiency
- Passion for the outdoors and enthusiasm for enhancing Montana's state parks
- A driver's license and personal means of transportation within the state of Montana

- Must pass all required national service criminal history checks
- If relocating for the service term, must be able to cover all relocation expenses
- Ability to find and pay for local living accommodations

Benefits:

- Living allowance of $2,000 dispersed in equal bi-weekly increments over the service term ($166.67 per week for 12 weeks)
- An AmeriCorps Education Award of $1,415 upon successful completion of service
- Eligible for student loan deferment
- Experience and training working in the fields of outdoor recreation, parks management, interpretive services, and volunteer management
- Opportunity to live, work and be part of the team amid the natural wonders and cultural heritage of Montana State Parks

To Apply:

Apply for a seasonal full time position electronically:

- Visit http://tinyurl.com/4xb7c2r and follow application instructions

or

1. Visit http://www.americorps.gov/
2. On the homepage, select **"AmeriCorps State and National"**
3. On the right hand side of the page, under search, click **"Advanced Opportunity Search"**
4. Fill in program name: Montana State Parks AmeriCorps and click "search"
5. Choose the type of placement for which you would like to apply—full time seasonal or summer time
    a. If you are unsure which term you want to apply for, check the box at the top of this page. It will specify "_____ Member Position Description." The term in the blank is the type of position for which you should apply.
    b. If you would like to apply for more than one type of position, fill out each of the corresponding applications on www.americorps.gov
    c. *You will not be able to specify your preferred placement at this time. Once you submit your application, if you are selected for a pre-screening, program staff will contact you to determine your preferred placements based on the type of term you would like to serve. At that point, you will be able to indicate which state park placement (e.g.Lone Pine, Makoshika, Helena HQ, etc.) is your first, second, and third choice.*
6. Create a username and password
7. Follow online instructions to complete and submit application

For application assistance or for more information, please contact:
Katie McKeown
406.444.5275
KMcKeown@mt.gov

The Montana State Parks AmeriCorps Program, as administered by the Montana Department of Fish, Wildlife and Parks, shall provide equal access to opportunities provided by the Program and shall not discriminate against any person because of race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity. Minority candidates are encouraged to apply.